

Applicants may also be considered for District Court Clerk I/II positions in the Catonsville and Essex locations of Baltimore County District Court.

Opening Date:	December 5, 2013	Closing Date:	December 19, 2013
Job Title:	District Court Clerk I/II - Criminal	Position Type:	Regular Full Time
PIN:	086605	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Towson, Maryland	Grade/ Entry Salary:	Level I - J05 \$28,404 - \$33,616 Level II - J06 \$30,157 - \$35,732
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work and/or cashiering duties. Process the requests for trials, enter new addresses, maintain trial request for Judges. Data entry regarding Criminal/ Traffic/ DNR/ MTA cases scheduled for adjudication, verifying court dates, and accurately preparing Criminal/Traffic dockets. Process Preliminary Inquiries (PI's) for traffic cases. Request Interpreters as needed. Distributes work to employees, Greets and assists the public, attorneys, police agencies, and other offices associated with the courts with inquiries on cases either by phone or in person. Acts as a backup cashier and is required to close-out register daily. Prepares dockets for Criminal/Traffic trials or hearings. Assist with domestic violence and peace order filings. Works on the computer researching and entering data. Performs other clerical duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Cashiering experience. Some college or AA Degree.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Ability to learn and utilize standard legal forms and documents used in the Maryland District Courts. Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to maintain and use detailed alpha and numeric filing systems. Knowledge of basic arithmetic and to make accurate calculations. Knowledge of basic English grammar with the ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to prioritize work. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to lift boxes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume & cover letter stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.